

ADMINISTRATIVE INTERNAL USE ONLY

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MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Uniform Promotion System

REFERENCE : Memo for DDCI fr D/Pers dtd 3 Jul 78 same subj.

1. The procedures for the Uniform Promotion System have been reviewed and the policy not to delay promotions because of imminent within-grade increases dates is rescinded. The effective date of a promotion for an employee in any grade may be delayed up to 90 days to take advantage of an upcoming within-grade increase. The effective date of a promotion may also be delayed when there are problems of available headroom.

2. Components preparing the personnel actions are responsible for establishing the effective date of promotion.

F. W. M. Janney

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OP/P&C/RS cmc (13 Oct 78)

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